



Most Common Findings Noted During FY 16-17 and FY 17-18

Findings	Possible Consequences	Corrective Action
The program does not keep a record of mid-term and end-of-term written performance evaluations.	If programs fail to comply with federal grant provisions, they could be subject to a range of consequences. Such consequences include suspension from eligibility for future grant awards.	Document requirements for regular review of member files to ensure all of the documentation is available. Verify implementation.
Enrollment forms and Exit forms for members were submitted late.	If programs fail to comply with federal grant provisions, they could be subject to a range of consequences including suspension from eligibility for future grant awards.	Develop protocols to ensure that you will be able to meet the requirements to enroll members into My AmeriCorps within 30 days of the start of service and exit them within 30 days of the last day of service.
The program does not adhere to its lunch policy regarding AmeriCorps members.	Programs can be held accountable for not following an agency's policy and member service hours can be impacted that are of critical importance in determining members' eligibility for education awards.	Incorporate internal controls that require supervisors to double check members' timesheets to ensure members follow the agency's lunch policy.
The program does not submit the required reports within the established timeframes.	If programs fail to comply with federal grant provisions, they could be subject to a range of consequences including suspension from eligibility for future grant awards.	Develop protocols to ensure that all required reports are submitted in a timely manner.
The program uses incorrect education award amount in member service agreements.	If programs fail to comply with federal grant provisions, they could be subject to a range of consequences including suspension from eligibility for future grant awards.	Develop protocols to ensure member service agreements include correct information including education award amounts. Verify implementation.
The program does not meet all of its program goals as stated in the contract	If programs fail to meet its program goals as stated in the contract, they could be subject to a range of consequences including suspension from eligibility for future grant awards.	Develop protocols to ensure that program meets its goals.

<p>Criminal History Checks The program does not conduct required background checks for members who would not turn 18 or older during their service term.</p>	<p>Auditors question costs based on the NSCHC Mitigation Matrix as stated National Service Criminal History Check Enforcement Guide, Effective April 1, 2017.</p>	<p>Establish written monitoring procedures to check files and ensure all programs/operating sites understand the background check requirements and develop written policies and procedures for conducting background checks.</p>
<p>The program does not conduct NSOPW check before members start their service.</p>	<p>Auditors question costs based on the NSCHC Mitigation Matrix as stated National Service Criminal History Check Enforcement Guide, Effective April 1, 2017.</p>	<p>Establish written monitoring procedures to check files and ensure all programs/operating sites understand the background check requirements and develop written policies and procedures for conducting background checks.</p>
<p>The program does not initiate state registry checks before members start their service.</p>	<p>Auditors question costs based on the NSCHC Mitigation Matrix as stated National Service Criminal History Check Enforcement Guide, Effective April 1, 2017.</p>	<p>Establish written monitoring procedures to check files and ensure all programs/operating sites understand the background check requirements and develop written policies and procedures for conducting background checks.</p>